Grant Parish School Board

Sheila S. Jackson
Superintendent

A.D. Futrell
President

Eddie Baxley
Vice President

P.O. Box 208
Colfax, LA. 71417-3274
Ph. 318-627-3274 Fax: 318-627-5931

Board Members:
Randy Browning
A.J. "Tony" Lavespere
Karen Layton
Marvin DeLong
Roland "Buddy" Pennison

RE: Request for Waiver for USAC Form 471's 837201, and 992112, BEN 139343, Funding Year 2014-2015, CC Docket No. 02-6

Dear Sir or Madam,

Grant Parish School Board in Louisiana regretfully did not meet the deadline for submitting Form 471s for the school district's Wide Area Network and Internet. Our parish has undergone extensive budget cuts since 2010 resulting in reduction of personnel. Budget cuts this past year resulted in the technology staff being reduced to one person responsible for all technology needs within the district while demands from the Louisiana State Department of Education have increased tremendously (Attachment 1). The Internet and WAN did not require the submission of Form 470s because the contracts were multi-year. There was confusion on the need to submit the 471s.

Grant Parish is a rural, high poverty school district that serves eight schools and about 3,300 students. Eighty-seven percent of the 2014-2015 general operating budget, excluding additional technology cost, is dedicated to salaries and benefits (Attachment 2). The remaining thirteen percent covers utilities, fuel, supplies, textbooks, and all expenses necessary to operate the school district (Attachment 3). Not receiving this funding will be detrimental to the district's fiscal stability and the ability to provide and utilize educational resources and programs that are only available through Internet access. The district relies extensively upon the Wide Area Network and Internet to support all operations including student information systems, accounting systems, online testing and curriculum as well as communications. Grant Parish School District has successfully received funding from the Schools and

Libraries Program for over ten years. An action plan
(Attachment 4) has been developed to ensure compliance with all
future requirements.

Please see below for contact information and USAC information
specific to this appeal:

Entity and BEN:	Grant Parish School Board 139343
Contact Person: Phone Number: Email Address: Fax: Alternate Contact: Email:	Rhonda Norris 1(318)627-3274 rnorris@gpsb.org 1(318)627-5931 Arlene Sharbono asharbono@gpsb.org
Physical Address: Mailing Address:	512 Main Street Colfax, LA 71417 P.O. Box 208 Colfax, LA 71417
Funding Year:	2014-2015
Service Provider:	SkyRider Communications SPIN 143031192
Application Type and Number:	Form 471 Application 837201, 992112
FRNs (470 numbers):	360460000979303, 477340000979286
Appeal Reason:	*Missed deadline for 471s. Deadline was midnight, March 26, 2014. Forms were submitted and certified March 28, 2014.

*Section 54.504 of the Federal Communications Commission's
(FCC's or Commission's) rules requires
all schools and libraries ordering services that are eligible
for universal service discounts to file this

Services Ordered and Certification Form (FCC Form 471) with the Schools and Libraries Division (SLD)
of the Universal Service Administrative Company (USAC). See 47 C.F.R. § 54.504. The collection of
information stems from the Commission's authority under Section 254 of the Communications Act of
1934, as amended, 47 U.S.C. § 254. The data collected in Form 471 will be used to ensure that schools
and libraries are receiving the appropriate discounts, complying with the eligibility requirements in 47
C.F.R. § 54.501, and taking steps required by 47 C.F.R. § 54.504 that are necessary to use the discounted
services effectively.

All required documentation is included with this submission with the exception of the out of window denial letter. Per a conversation with USAC representative, case #22-616074 on March 28, 2014 Grant Parish was directed to submit an appeal without the denial letter. The denial letter will be forwarded as soon as received. We are requesting a review of and the granting of a waiver regarding funding for 471's 837201, and 992112. Thank you for your consideration in this matter.

Sincerely,

Rhonda Norris

Attachment 1

DEPARTMENT of EDUCATION
Louisiana Believes

Field Test Tasks to Complete for Computer-Based Testing

Before Testing	**User with Access to Complete or be Involved with Task** *where multiple users could be involved decisions must be made on level of involvement*			
In Pearson Access:	**District Test Coordinator**	**School Test Coordinator**	**Test Administrator**	**Technology Coordinator**
Set up user accounts in live and training site for School Test Coordinators and Technology Coordinator	X			
Set up user account in live site for Test Administrators and as needed in training site		X		
Download proctor caching software				X
Verify firewall and other network settings				X
Ensure iPad and Chromebook Applications are updated to the latest version of the test				X
Complete infrastructure trial in training site	X	X	X	X
Document any error codes or technology issues during setup and infrastructure trials	X	X	X	X
Document who participated in the infrastructure trial				
Enter accommodations and accessibility features in registration	X	X		
Order and track additional materials shipments	X	X		
Configure TestNav				X
Schedule and create test sessions	X	X		
Print authorizations and seal codes	X	X	X	
Download cached tests in test management	X	X		X
Review the Pearson Access User Guide for technology-related troubleshooting and to ensure all testing devices meet the minimum requirements				X
Verify that the performance of your internet connection is consistent with expected levels of performance for computer-based testing				X

Attachment 1

Field Test Tasks to Complete for Computer-Based Testing

Before Testing	User with Access to Complete or be Involved with Task *where multiple users could be involved decisions must be made on level of involvement*			
For PARCC Administration:	**District Test Coordinator**	**School Test Coordinator**	**Test Administrator**	**Technology Coordinator**
Review policies and instructions for test administration in the School Test Coordinator Manual	X	X		
Review policies and instructions for test administration in the Test Administrator Manual	X	X	X	
Review School test coordinator checklists	X	X		
Review test administrator checklists	X	X	X	
Review technology coordinator checklists	X	X		X
Sign Security agreement	X	X	X	X
Complete recommended training	X	X	X	X
Ensure the School test coordinators and test administrators complete appropriate PARCC field test training	X			
Ensure the test administrators complete appropriate PARCC field test training	X	X		
Develop Security and logistics plans for test administration	X	X		
Review student/accommodations list and develop a plan for their use		X	X	
Arrange for a proctor, if necessary		X		
Meet with technology coordinator to discuss test security and administration protocols and plans, review infrastructure preparation and troubleshooting, and have this individual sign the Security agreement	X	X		
Meet with test administrators and proctors to discuss test security and administration protocols and plans, review Sample items and tutorial schedule, review day of test activities (including the test administrator checklist for computer-Based testing), and have these individuals sign Security agreements		X		

Attachment 1

Meet with students to inform them about expectations for the PARCC field test; review plans for administering Sample items and tutorial; discuss details about prohibited activities, use of personal electronic devices during testing and breaks, and lea or school		X	X	

DEPARTMENT of EDUCATION
Louisiana Believes

Field Test Tasks to Complete for Computer-Based Testing

Before Testing	User with Access to Complete or be Involved with Task *where multiple users could be involved decisions must be made on level of involvement*			
For PARCC Administration:	**District Test Coordinator**	**School Test Coordinator**	**Test Administrator**	**Technology Coordinator**
policy on use of recreational books and/or dismissal after test completion				
Provide students with opportunity to practice computer-based testing by administering the Sample items and tutorial before the day of the PARCC field test		X	X	
Distribute test materials to test administrators (day of testing)		X		
Meet with School test coordinator to discuss test security and administration protocols and plans, review Sample items and tutorial schedule, and review day of test activities			X	
Assemble a sufficient supply of pencils and scratch paper for student use		X	X	
Prepare the testing environment			X	
Receive test materials from School test coordinator and track receipt			X	
Meet with District and School test coordinators to discuss test security and administration protocols and plans, review infrastructure preparation and troubleshooting, review practice test schedule, and review day of test activities				X
Discuss and implement plans for handling possible technical interruptions during testing	X	X	X	X

DEPARTMENT of EDUCATION
louisiana Believes

Field Test Tasks to Complete for Computer-Based Testing

During Testing	User with Access to Complete or be Involved with Task *where multiple users could be involved decisions must be made on level of involvement*			
In Pearson Access:	**District Test Coordinator**	**School Test Coordinator**	**Test Administrator**	**Technology Coordinator**
Start test sessions	X	X	X	
Resume test sessions after breaks		X	X	
Monitor for testing issues through Early Warning System			X	
Provide seal codes as student move from one session to another			X	
Document any error codes or technology issues during testing	X	X	X	X

During Testing	User with Access to Complete or be Involved with Task *where multiple users could be involved decisions must be made on level of involvement*			
For PARCC Administration:	**District Test Coordinator**	**School Test Coordinator**	**Test Administrator**	**Technology Coordinator**
Provide School test coordinators with additional materials, as necessary	X			
Monitor testing to ensure that test administration and security protocols are followed and required administration information is being documented and collected	X			
Be available during testing to answer questions from School test coordinators	X			
Investigate all testing irregularities and notify the PARCC State contact to determine resolution	X			
Provide test administrators with additional materials, as necessary		X		
Monitor each testing room to ensure that test administration and security protocols are followed and required administration information is being documented and collected		X		
Be available during testing to answer questions from test administrators		X		
Investigate all testing irregularities and notify lea test coordinator to determine resolution		X		
Arrange for and supervise make-up administrations		X		
Administer the PARC C field test according to the directions in the Test Administrator			X	

DEPARTMENT of EDUCATION
Louisiana Believes

Field Test Tasks to Complete for Computer-Based Testing

During Testing	User with Access to Complete or be Involved with Task *where multiple users could be involved decisions must be made on level of involvement*			
For PARCC Administration:	**District Test Coordinator**	**School Test Coordinator**	**Test Administrator**	**Technology Coordinator**
Manual and using the appropriate administration script				
Be available to support technology issues as they arise during PARCC field test				X
Ensure proctor caching software is running on proctor caching computer(s)				X
Monitor each testing room to ensure that there are no technical issues				X

DEPARTMENT of EDUCATION
Louisiana Believes

Field Test Tasks to Complete for Computer-Based Testing

After Testing	User with Access to Complete or be Involved with Task *where multiple users could be involved decisions must be made on level of involvement*			
In Pearson Access:	**District Test Coordinator**	**School Test Coordinator**	**Test Administrator**	**Technology Coordinator**
Mark complete any student unable to complete assessment	X	X		
Stop test sessions	X	X	X	

After Testing	User with Access to Complete or be Involved with Task *where multiple users could be involved decisions must be made on level of involvement*			
For PARCC Administration:	**District Test Coordinator**	**School Test Coordinator**	**Test Administrator**	**Technology Coordinator**
Ensure all test sessions are complete	X			
Investigate testing irregularities or security breaches	X			
Confirm completion (and receipt, if necessary) of optional Secure materials tracking form for computer-Based testing (and/or any other equivalent materials tracking logs) and testing irregularities/Security Breaches form.	X			
Verify applicable test materials have been securely destroyed (Test Administrator Manuals, Student authorization tickets, seal codes, mathematics reference Sheets written on by students, and scratch paper written on by students)	X			
Notify the lea test coordinator about any missing materials and conduct the necessary investigation		X		
Make copies of all optional Secure materials tracking forms for computer-Based testing (and/or any other equivalent materials tracking logs), testing irregularities/Security Breaches forms, and file copies with the lea test coordinator)		X		
Organize materials and securely destroy Test Administrator Manuals, Student authorization tickets, seal codes, mathematics reference Sheets written on by students, and scratch paper written on by students		X		

DEPARTMENT of EDUCATION
Louisiana Believes

Field Test Tasks to Complete for Computer-Based Testing

After Testing	User with Access to Complete or be Involved with Task *where multiple users could be involved decisions must be made on level of involvement*			
For PARCC Administration:	**District Test Coordinator**	**School Test Coordinator**	**Test Administrator**	**Technology Coordinator**
Collect test materials from students and track their return to the School test coordinator using the optional Secure materials tracking forms for computer-Based testing (and/or any other equivalent materials tracking logs used by your school)			X	
Report accommodations usage to the School test coordinator			X	
Complete survey: https://www.surveymonkey.com/s/			X	
Delete test content from the proctor caching computer(s)				X

Grant Parish School Board

Proposed

General Fund Budget

Budget Totals by Type

Fiscal Year 2014-15

	Budget 2014-15
Revenues	
Local	922,000
State	21,447,436
Federal	61,000
Other Sources	1,470,000
Total Revenue	23,900,436
Expenditures	
Regular Programs	9,825,000
Special Education Programs	2,735,905
Vocational Programs	675,458
Other Instructional Programs	831,475
Special Programs	84,715
Adult Education	-
Pupil Support Services	1,195,411
Instructional Staff Services	735,394
General Administration	542,137
School Administration	1,824,633
Fiscal Services	441,153
Maintenance of Plant	2,087,092
Pupil Transportation Services	2,782,497
Central Services	125,867
Food Service Operations	-
Community Services	13,700
Facility Acquisition & Construction	-
Total Expenditures	23,900,436

Grant Parish School Board
Proposed General Fund Budget by Object Code
Fiscal Year Ending June 30, 2015

Object Code	Description	ANNUAL BUDGET Amount	%
100	Salaries	13,500,000.00	56.49%
200	Benefits	7,435,000.00	31.11%
	Subtotals	20,935,000.00	87.59%
300	Purchased Professional	500,000.00	2.09%
400	Purchased Property	125,000.00	0.52%
500	Other Purchased Services	450,000.00	1.88%
600	Supplies	1,750,000.00	7.32%
700	Property	0.00	0.00%
800	Other Objects	80,000.00	0.33%
900	Other Uses of Funds	60,000.00	0.25%
	Subtotals	2,965,000.00	12.41%
	Total Budgeted Expenditures	23,900,000.00	100.00%

Attachment #4

Grant Parish School Board

Proposed Action Plan to meet E-Rate compliance

OVERARCHING GOAL: ALL LOUISIANA EDUCATORS AND LEARNERS WILL BENEFIT FROM TECHNOLOGY-RICH ENVIRONMENTS THAT SUPPORT STUDENT ACHIEVEMENT AND PRODUCE LIFE LONG LEARNERS ABLE TO SUCCEED IN AN INFORMATION SOCIETY. (Excerpt from Grant Parish Technology Plan, Page 3)

Action Step 3: Support E-Learning and Virtual Schools

In the past five years there has been significant growth in organized online instruction (E-learning) and "virtual" schools, making it possible for students at all levels to receive high quality supplemental courses or full courses of instruction personalized to their needs. Traditional schools are turning to these services to expand opportunities and choices for students and professional development for teachers. (page 11)

Action Step 4: Encourage Improved Access and Technology Usage

Most public schools, colleges and universities now have access to high-speed, high-capacity hardware, software, and broadband communications. However, improved access, usage and integrated, interoperable data systems that are current and well maintained could empower educators to transform teaching. (page 14)

Proposed Action Steps for E-Rate Compliance

1. Involving more district level departments and stakeholders with E-Rate processes and submissions (Technology, Supervisors, Accounting, Special Education, Federal Programs)
2. Inform stakeholders of the E-Rate funding cycles
3. Submission process with leveled checkpoints (calendar of important dates and deadlines)
4. End of funding cycle review by stakeholders